



**King County  
MANAGER – FQHC  
(BUSINESS AND FINANCE OFFICER III)  
PUBLIC HEALTH- SEATTLE & KING COUNTY  
FINANCE AND ADMINISTRATIVE SERVICE/REVENUE MANAGEMENT  
Annual Salary Range \$56,627 - \$71,778  
Job Announcement: 03RM3814  
OPEN: 5/26/04      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Laura Federighi at (206) 296-4609 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements, and responses to the supplemental questionnaire are required.

**WORK LOCATION:** Wells Fargo Center, 999 Third Avenue, Suite 2720, Seattle, Washington

**WORK SCHEDULE:** This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday, 8:00 a.m. – 5:00 p.m., but hours will vary depending on activities. Some weekend and evening hours may be required.

**PRIMARY JOB FUNCTIONS INCLUDE:** This career service position serves as the manager, lead analyst, and coordinator for funding received through the Medical Assistance Administration Federally Qualified Health Center (FQHC) program. This position has three main areas of focus:

- (1) Oversight, coordination and compliance of the services provided by Public Health – Seattle & King County's (PHSKC) FQHC program;
- (2) Technical Consultation serving as the department's expert on the federal program requirements and how the program is administered in Washington State, and
- (3) Revenue Management assuring the billing and collection of revenue is maximized and allocated appropriately.

This position is responsible for assuring compliance with federal and state rules, regulations, policies and procedures. This position works collaboratively and collegially with the Health Care for the Homeless Network Program Manager, Clinic Managers, Public Health Administrative Support Supervisors, the Signature Operations Unit, the Coding Analyst and the Billing Office Manager to assure compliance with the federal and state rules and regulations, appropriate statistics are collected, and services are appropriately documented. This position is responsible for generating reports that meet audit standards for this major funding stream within PHSKC. This position is highly customer focused and requires excellent analytic and communication skills.

**QUALIFICATIONS:**

- Demonstrated competence in researching, gathering data, electronic information retrieval, and interpreting information and its application in a public health setting.
- Demonstrated competence in interpreting highly technical/complex information and translating it to non-technical user.
- Demonstrated competence reviewing, analyzing, and interpreting federal, state policy and providing guidance and recommendations to executive level management.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision-making.
- Demonstrated successful skill utilizing analytical and problem-solving skills
- Demonstrated competence in preparing briefing papers to be used by executive level management
- Demonstrated skills in developing revenue projections/forecasts
- Demonstrated skills in monitoring expenditures and revenues
- Demonstrated advanced skills in Generally Accepted Accounting Principles, and Governmental Accounting Standards
- Demonstrated skills in financial analysis, budgeting, auditing and internal control techniques and principles
- Demonstrated skills in assuring compliance with complex rules and regulations
- Demonstrated successful skill working effectively with diverse groups and individuals
- Demonstrated successful skill organizing, prioritizing multiple work assignments, meeting deadlines and exercising adaptability to changing priorities while maintaining a positive and professional approach.
- Demonstrated competence in the use of spreadsheet, database, and word-processing software including the ability to prepare charts, tables and graphs.
- Ability to communicate effectively orally and in writing to develop and prepare training materials and reports
- Ability to make presentations
- Demonstrated experience exercising independent judgment and initiative.

**DESIRED QUALIFICATIONS:**

- Experience with the Federally Qualified Health Centers or Rural Health Centers program is preferred.
- Work experience in a public health setting is preferred
- Experience providing training to adults is preferred.
- Certified Public Accountant is strongly desired.
- Intermediate to advanced skills using Excel, Access and Crystal Report software is preferred

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Successful passing of skills test for Excel is required.
- All application materials will be used to assess written communication skills.

**UNION MEMBERSHIP:** This position is non-represented.

**CLASS CODE: 8163**  
**SEQUENCE NUMBER: 80-8163-0154**